

RFP 00011 Questions and Answers:

1. In section 3.0.3 the amount of \$104,000 is listed. We received a letter in January stating there will be a Statewide reduction of funds in the amount of \$85,000. Does this amount indicate that there will not be any reduction for this proposal?

All award amounts are based on funding availability. This award reflects estimated budget percentage for this area that the time of release, however this may change due to limitations in funding availability.

2. In section 3.5.1.3 you state providers are encouraged to seek additional fund. However in a recent letter from you it was stated that “grant funding” would be reduced by the amount of funds that we raised. Does this statement indicate that since we are providing these services under a fee basis and not a grant basis that funds raised would be available for the program without any reduction of state reimbursement?

This question does not apply to the RFP.

3. In section 3.5.5 mention is made of Evaluation reports/surveys/etc. as required by DPHHS. Could you please delineate these required documents?

These documents are outlined in Section 3.5.5:

3.5.5 Client records As with any human service program, documentation and accountability are required. These records must be maintained for 10 years after the youngest child’s 18th birthday, and upon discontinuation of services with CFSD, must be surrendered to this agency. For each eligible client served, the contractor shall maintain client case records consisting of, but not limited to:

- Family and child demographics
 - Race for the purpose of Indian Child Welfare Act (ICWA) Compliance
 - Social Security numbers
 - Parental information including, both sets of parents names and current living location
- The Referral Form CFSD, as devised by the Department

- Log or family contact form, devised by the Department, including service hours and providers
- The CFSD treatment plan, if applicable
- A Family Service Plan as developed by staff, family and the CPS social worker, if applicable
- Documentation of nature of services, voluntary or mandatory
- Signed statements of confidentiality and any other necessary releases
- Evaluation reports/surveys/etc. as required by DPHHS
- If an applicant for services is denied, the reason for denial must be recorded
- Any forthcoming CFSD forms, implemented in conjunction with training on use
- Case notes detailing all contacts with or in reference to a family.

4. In section 4.2.2.6 you require documents for all employees. Are these to be provided for all corporate employees or only to those related to this contract?

Question references the following:

4.2.2.6 *Provide proof of a valid MT driver's license, criminal background checks, and CPS background checks on all employees.*

And this information is to be provided on all employees that provide services under this grant.

5. In sections 5.0.2.15 and .16 billable amounts per day are listed. Because of increased travel time and responsibilities of our staff (knowing that these trainings are not centrally located for our staff) could these amounts be negotiated?

As a part of your budget submission, these billable activities as outlined by the RFP can be requested for change. However approval of these proposals hinges on funding availability.

6. In the Appendix B; Contract Section 2 lists a number of attachments. While some are documents we will generate if we respond are the others available for our preview prior to submission of the proposal?

The contract in Appendix B is a sample contract for your review, that is all.

7. In Section 15 I have a question as how far can the State retain ownership of these funds since they are provided under a Fee For Service Contract. It does not seem appropriate that I would tell my staff members they cannot be involved with any type of political activity if they use funds that they earn with this contract.

This does not apply to the RFP, these are grant funds that must adhere to federal regulations

8. Section 16 liaison for the contract are listed as the first parties to contact regarding any questions or problems related to this contract. There is no other dispute resolution process that is delineated in this section. Has a process been developed or does the State intend to include this?

This does not apply to the RFP.

9. Also referenced in “billable activities” are phone calls to collateral contacts. Will e correspondence with collateral contacts be counted in the same way? This is often a much more efficient process to communicate with those contacts in our environment.

The correspondence by email has not yet been approved as a billable activity.

10. Also we have provided services in the Plentywood area in the past. Since this area is not listed does this mean they will not be included in any of this proposal?

This RFP references surrounding areas, that would include Plentywood.